DOE Online Learning Center
Features Demo Script

[Text in red and within brackets] are actions to be taken by the Presenter; **text in bold black font** is scripted commentary to accompany the actions.

Course Access

[Login to the DOE Online Learning Center (http://207.86.113.198) with your normal login and password.]

The Knowledge Centre™ is a virtual learning and knowledge management community for large organizations. The experience is tailored for each user based on their profile. This profile includes items such as the user's position, organization, and job responsibilities.

The profile is established by registering to the site. During registration, you also establish a login and password which will be used to access the site in the future. Using the Login and Password, the system recognizes you and tailors the site experience to your profile. This includes access to content and controlling which versions of content you experience.

Course Features and Navigation

After properly logging in, you are taken to the campus or community map. There are two toolbars that are available to you in the site at all times. The top toolbar provides access to universal tools that are available to you from any point within the site. The left toolbar allows you to move between buildings without having to return to the campus map. You can return to the campus map from anywhere within the site by selecting the Map icon on the universal toolbar.

Top Toolbar

[point to Info] **The Info link provides general information about the site.**

[point to Map] **The Map link will bring you back to the community map from anywhere in the site.**

[point to Index] **The Index link is a map of the entire site.**

[point to IDP] **The IDP provides an Individual Development Plan (if desired by DOE) which provides an employee roadmap for skill acquisition. It also serves as documentation of skills once acquired and maps the employee to available training. IDPs are organization specific. You are currently registered as a user without an IDP.**

[point to Glossary] **The Glossary link allows you to refer to, and search for, terms relevant to the DOE site.**

[point to Feedback] **The Feedback link is an email link to the DOE site administrator.**

[point to Notepad] **The Notepad link allows you to take notes while you are on the DOE site. These notes are saved in the site database and can be referenced from any computer at a later time.**

[point to Research] **The Research link allows you to search the site for content and use courseware as a performance support tool.**

For example, you may have taken a course six months ago and are now out on the job performing your various responsibilities. If you are asked to perform a task you do not routinely perform, the Research Assistant allows you to search the library of learning objects and access discreet 3-7 minute learning opportunities as you are about to perform the task.

[point to Help] The Help link allows you to search the site by community building, site function, or keyword.

Function Drilldown Menu

[Click the down arrow on the Function drilldown menu] The Function drilldown menu allows quick access to any of the functions within the site. Using the drilldown menu allows you to go directly to a particular function area by selecting it from the menu, bypassing the buildings.

Learning Center

The Learning Center provides remote enrollment for classroom offerings as well as all self-paced online courses. It also provides a class homepage area for course moderators and instructors to post class notes and assignments.

[On the Community Map, click on Learning Center]

Within the Learning Center, you can search the course catalog using topical areas (communities of practice) or keywords to find the course you are looking for. [point to the Topic and Keyword dropdown boxes in the upper right] As you can see from the gold and green symbols on this screen, the Knowledge Centre™ manages both online course offerings as well as classroom courses. In the case of classroom courses, you can view available course and session offerings and enroll in available sessions. The system manages sessions "seats", limiting the number of students based on parameters established by the course moderator.

For online self-paced courses, you may select the Info icon to view course information, or simply select the course title to enroll and launch the course. Access to all courses is controlled using a system of access rights and your profile.

Student Union

Recognizing that distance learning often eliminates valuable peer-to-peer collaboration and networking which occurs during break periods in traditional classroom environments, the site includes a Student Union to facilitate this interaction. [On the left toolbar, click on Student Union] In addition to providing informal collaboration areas, The Student Union also includes several knowledge management related functions.

For example, you can post questions or issues within the bulletin board system and receive answers and information from other users. You can also search the Peer Net to find other users with specific areas of expertise and contact information for those individuals willing to share their knowledge.

The collaborative tools of the Student Union result in a wealth of user provided content. We typically edit this content and include it in the various knowledge repositories located in the Library.

Career Center

The Career Center provides several tools for the individual to manage their own careers as well as providing employers with tools to facilitate task organizing for projects and the matrix of personnel. [On the left toolbar, click on Career Center]

You can post your resume or search project position openings. You can also access professional organizations and career related references and books.

Managers can post project position opening and search the database of resumes to find individuals to matrix in support of their projects.

Conference Center

[On the left toolbar, click on Conference Center] The Conference Center provides learning and knowledge transfer opportunities within a simulated conference or symposium environment. This includes the presentation of technical papers, demonstrations of best practices, and a virtual exhibit hall which may be used to view organizational capabilities or spotlight best practices.

Library

 [On the left toolbar, click on Library] The Library is home to several searchable knowledge repositories. These include a reference tool which uses a card catalog type approach to finding and accessing online reference documents as well as Frequently Asked Questions. Many of the Frequently Asked Questions are mined from the Bulletin Board in the Coffee Shop. The Resources feature allows you to find web sites that pertain to a particular category or keyword.

Other items in the Library include searchable regulations and policies and periodicals.

Administration

[On the left toolbar, click on Administration] The Administration building provides access to student records and transcripts. It also includes a user directory to find other registered users, a facility directory with maps and information related to classroom offerings, and a Faculty Lounge.

[point to Student Records] Within the Student Records area of the Administration building, users can access their student transcript, update their user profile, and add "off-line" learning events such as seminars and on-the-job training. [On the Administration graphic, click on Student Records]

Administrators and training managers can access training information for their organizations and view individual transcripts or aggregate reports by course. This functionality is restricted to administrators and training managers and further restricted by organizational access rights.

[On the internet browser, click on the Back button] **Faculty members will find several valuable tools within the Faculty Lounge.** [point to Faculty Lounge] **For example, the Course Builder tool allows faculty members to create new courses using existing learning objects as well as tools to maintain existing courses. The Class Schedule and Administration provides faculty members access to class rosters and management tools for classroom offerings.**

Access to the faculty lounge is restricted to faculty members only.

Lecture Hall

[On the left toolbar, click on Lecture Hall] **The Lecture Hall provides both synchronous and archived learning opportunities using chat rooms for live instruction and collaboration, as well as, streaming media for archived multimedia presentations.**

Bookstore

[On the left toolbar, click on Bookstore] **The Bookstore provides information concerning access to textbooks used in the course offerings as well as access to software downloads necessary for some online authoring tools.**